

UNITED STATES GOVERNMENT

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Memorandum

TO : Director of Training
THRU : Chief, Operations School
FROM : Chief, Headquarters Training

DATE: 19 December 1962

SUBJECT: Weekly Activities Report No. 45, 13-19 December 1962

A. SIGNIFICANT ITEMS

Nothing to report.

B. OPERATIONS FACULTY

1. Information Reports Familiarization (IRF)

Three students from NE Division are receiving full-time tutorial instruction for the period 17 through 21 December in IRF.

2. Counterintelligence Operations (CI/OPS)

Course No. 47 is in its third and final week.

3. [REDACTED]

Course No. 58 ended on 14 December. The course report and student evaluations are in process.

Mr. [REDACTED] provided five additional hours of training in information reports preparation on 18 December to trainee [REDACTED] 9a of Project [REDACTED]

C. OPERATIONS SUPPORT FACULTY

1. Administrative Procedures Course

Course No. 104, Phase II, began on 14 December with an enrollment of thirty-one students.

2. Budget and Finance Procedures Course

Course No. 39 ended 14 December.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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D. ADMINISTRATION

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Mrs. [REDACTED] of the Operations Support Faculty has been appointed to work with [REDACTED] on the move, scheduled for 27 December, of that faculty to Headquarters Training offices in the Operations School. Classified material will be moved from the first floor vault to the Operations School vault by members of the Operations Support Faculty rather than by a moving crew.

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[REDACTED]

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